

THE RETURN IS DUE ON OR BEFORE FEBRUARY 15, 2001.

Mail to: Cincinnati Income Tax Bureau 805 Central Ave Ste 600 Cincinnati, OH 45202-5756 Phone: (513) 352-2546

ACCT NO.

YEAR 2000

ADDRESS

CITY

STATE

ZIP CODE

FEDERAL ID#

CINNATI TAX

[illegible]

A horizontal number line with 11 boxes. The first 10 boxes are numbered 0 through 9. The 11th box is empty. A dot is placed at the end of the 10th box, and an arrow points to the 11th box.

A horizontal number line with vertical tick marks labeled 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10. Two blue arrows point to the tick marks for 1 and 2.

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[illegible][illegible][illegible]

DATE _____

S.S. NO.	NAME, ADDRESS AND ZIP CODE OF EMPLOYEE	TOTAL EARNINGS FOR THE YEAR	CINCINNATI TAX WITHHELD	OTHER CITY TAX W'HELD

Submit employees' W-2 forms or complete above section. Please attach additional listing if necessary.



WAGE RECONCILIATION FORM W-3 INSTRUCTIONS

Please complete this form with blue or black ink only.

Office Phone: (513) 352-2546

Toll Free General Information: (877) 767-1661

Website: www.cincinnati-oh.gov/citytax

Mail to: Cincinnati Income Tax Bureau
805 Central Avenue Suite 600
Cincinnati, Ohio 45202-5756

On or before the due date of the federal form W3, each employer shall file a Form W-3, Withholding Reconciliation for the preceding year.

- Enter under **Total Payroll** the monthly or quarterly totals. (Note: Employers remitting quarterly payments should complete only the lines for the first, second, third and fourth quarters.)
- Enter under **Taxable Payroll** the monthly or quarterly totals of all compensation paid to employees that live or work in Cincinnati. *Taxable payroll does not include compensation paid to non-residents for services performed outside Cincinnati, but does include compensation paid to Cincinnati residents regardless of where performed.*
- Multiply the **Taxable Payroll** amount by 2.1% (.021) and enter results under **Cincinnati Tax**.
- Add all columns and enter total on **Line 13**.
- Tips and gratuities reported to an employer for social security or federal income tax purposes, bonuses and employer paid group life insurance premiums included in employee W-2 reportable income and contributions to "tax sheltered annuity" plans for employees *all constitute taxable income to be included in Taxable Payroll*. Enter total on **Line 14**. (Refer to Cincinnati Regulation R5A7 for additional types of compensation).
- If tax is withheld for other cities on behalf of Cincinnati residents, enter the total of this tax (*up to 2.1% of taxable compensation only*) on **Line 15**.
- Subtract Line 15 from Line 13 to arrive at the amount of withholding payable to Cincinnati for the year and enter on **Line 16**.
- Enter the total of actual withholding remittances to Cincinnati for the year on **Line 17**.
- If Line 16 is greater than Line 17, enter this amount on **Line 18** as the amount of additional tax due.
- If Line 17 is greater than Line 16, enter the amount to be *refunded* on **Line 19**, or indicate the amount to be *credited to next year* on **Line 20**. *A full written explanation for the overpayment must be attached in order to process your request for a refund or credit transfer.*
- List SS#, name, street address and zip code, total earnings paid and amount of Cincinnati tax withheld. Employers required to withhold tax from Cincinnati residents for services performed in another taxing city enter this amount in column at extreme right (not to include any tax at a rate of over 2.1%). Indicate the total amount of compensation paid to individual employees, even though in the case of non-residents it may have been only partially subject to Cincinnati tax and withholding. For the convenience of employers, the return information concerning individual employees may be submitted in the form of a listing on Form W-3, a legible copy of a commercially produced Form W-2 or a compilation on mechanical equipment used by the employer for such purposes, providing such forms contain all the information required on the Form W-3.
- When submitting W-2 forms, please place the withholding reconciliation (Form W-3) in front of any accompanying information.
- Indicate the number of employees listed and *ensure that the form is signed and dated*.